

RMA Operations Committee Meeting
January 13-15, 2009
Denver, CO

January 13th

Sub Committee with IC's selected the 2009-2011 IMT's.

January 14th

Present: Todd Richardson (incoming Chair), Ken Kerr (RMCG liaison), Mike (Hoss) Hostetler, Paul Summerfelt, Don Angell, Joe Lowe, Bill Hahnenberg, Bill Ott, Todd Pechota, Mark Hatcher, Dee Fogelquist (RMA Dispatch Center Manager Liaison), Glenn Bartter, Jim Fletcher, Sherry Bauer, Kurt Kleiner, Len Dems, Debbie Bozarth, Dave Hall via conf. call. After lunch, Shawn Telford & TJ Golson of Craig IHC.

Introductions and Reviewed agenda

Spring Meeting Bill Ott, Sandy Nelson

When/Where: Cheyenne, WY April 6-10, 2009 Handout

Objectives: To bring new 2009-11 RMA teams together, to build cohesive, effective IMT's. To review and update IMT SOG's, to build an effective working relationship with RMCG which include clear expectations, communication of changes in IMT utilization, rotation and relevant interagency policies, share lessons learned.

Meeting planning:

- A. Planning Group will include: one representative (DPIC or PSC (Q/T) from each RMA IMT, Don Angell, Pete Anderson, Don Whittemore, Andy Parker, Todd Richardson- Ops Chair, Bill Ott will chair, Ken Kerr-RMCG Liaison, Sandy Nelson. Include Jeff Fedrizzi & Ray Weidenhaft.
- B. Bill H. recommends giving new teams a significant amount of team time together, to build new operating guides, etc. Build in a full day.

Preliminary Topics:

1. RMCG, IC & Executive expectations (Fire use, All risk, from RMCG letter), Policy changes, accountable fire mgt, structure presentation, other, mob guide changes, 09 lessons learned Gunbarrel, motivation outside speaker, team building exercise, RMCG Q&A, SOG's, fireline refresher, pre-season outlook, WFDSS Tools, Incident Base Automation, Risk Mngt.
2. Conference Call January 23rd 0900.

**Review Team Selections, Non-Selects & Trainees, Unassigned C&G Pool.
Hoss & Subcommittee**

Purpose: Present proposed 2009—2011 RMA Team Selections to the Operations Committee. Once reviewed, a final recommendation will be submitted to the RMCG on 1/20 by the Operations Committee Chair.

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- Review included trainee's without primary's, unassigned trainees could be offered up to other Gacc's, as well as the Priority Trainee List. Discussed justifications for selections.
- It was noted that one of the Operations Committees charges is to review each fall any team or team member performance issues, including unavailability. We need to do a better job of that.
- Review of team selection...adjust agenda to be a full $\frac{1}{2}$ day when we review as a committee.
- Through this process we identified improvements in the IMT software that are needed, including team roster format, reports (headers, unit id's), access/edit/passwords. An action item was created to facilitate this. Could Doug or Flint help in future with this process?
- Appreciation to IC's (past, present) for running these teams.
- Discussed a white paper being circulated in the Northern Rockies about moving C&G positions across without having to start as "SCKN." May want to bring this up to RMCG. Does anyone have a copy of this white paper?

Team Rotations: Jim Fletcher, Ops Committee

Discussion and reviewed the RMA Mob Guide, Chapter 22.9. The goal is to define in clear text so that visiting coordinator's, duty officers not part of ops committee will have no trouble figuring out the process. It was mentioned that among all sitting at the table, there are a variety of missions depending on agency, state. All Risk vs Wildland Fire. Discussed the IMT application, and the letters that accompanied them. The understanding when prospective team members applied, as well as the supervisors when signing apps. The committee clearly agreed that new team rosters will take effect at the annual Spring Meeting, as is already stated in the mob guide, whether at the beginning of a new 3 year rotation, or within it. This allows for building and sustaining effective, cohesive working relationships within the teams.

The committee agreed upon the following:

- Ch 22.9 #3
 - "Team C will be the first team assigned within the Great Plains Dispatch Zone at all Preparedness Levels *when available*."
- Ch 22.9 M #2 b
 - "Rosters for Type 2 IMT's will be effective between the approximate dates of 5/1 - 10/15 to account for annual selection updates. Type 2 IMT availability during the off season is mutually agreed upon between IC's and RMC Center Manager."

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- Ch. 63.1.7 Revised to be the Rotation for Team A, B & C. Verbiage includes "Team C drops out of the Gacc rotation when Great Plains Zone PL is at 3,4 or 5. Team C will be available year-round in the GPC Zone and is the first team assigned to Type 2 incidents within the GPC Zone, when available."

S420/S520/S620 and Mentees Todd Richardson

Peer Review Group or Subcommittee?

- Discussed the history of the process and ways we can make it better.
- Ops committee must reach out to training committee & ID issues & solutions.
- Todd proposed a dedicated group who have a buy in to what we are trying to do. The PIO's had actually asked to do this several years ago. (Lynn Barclay, Jason Hartman, Sherry with Lsc and Randy with Psc)
- The people most likely to participate are the one's to prioritize highest. We have a process in place in our Ops Guide. .

How do we choose **Priority Trainees**? Discussed how we have done as ops committee. This needs to be more clearly articulated in our Ops Guide.

Some think that the ops committee should not be involved, this is a training committee issue to the dispatch boards. Many are not doing it. How can we get the info to do what we are being asked to do.

****Ensure that all apps come in from the training representatives.**

In March add conf call for finalization and prioritization of future following year trainees. Check with Todd/Hoss for what should be in there.

Discussed the Mentor Program process. Recommend that we maintain a separate log, called the "Recruitment and Succession Log". Debbie will create. Paul gave content.

Awards Todd R.

We nominate and recommend to RMCG annual awards & identify the level of contribution.

1. Outgoing IC's
 - a. Nice award, up several levels from Basic
 - b. Pete Blume, Don Angell, Bill Hahnenberg for FUMT
2. Outgoing Chair
 - a. Certificate of appreciation for Clair Brown
3. Mike (Hoss) Hostetler
 - a. GREAT award, several levels up from Basic
4. Debbie Bozarth
5. Every person who served 3 years on a team
 - a. Certificate with thank you plaque.
 - b. Basic Award

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Aviation Shortage Positions Scott Sugg, Todd Pechota

Discussed succession strategy to build new pools for aviation positions.

Start with your exclusive use group. We are already investing in them in their every day jobs. Encourage them to up their skill set. Many have ICT4, HEL2. Next step TFLD, then they have a path to DIVS, ICT3 which opens up the door for ATGS.

This will help with your programs, higher span of control for everyday business. We are already investing in training. With the ATGS, it is a natural progression.

Todd P.- As a supervisor for the exclusive use helicopter program on the BKF, I approach my employees this way. "We have a need in the RMA, you have a skill set to do that." I basically line out their path for them. I make sure opportunities happen for them to work on their new taskbooks. Once those are signed off, I print off a team application, fill out most of it for them and leave it on their desk for their review and signature.

There was reluctance at first, but now they are supportive of it. The redbook is the minimum, but then I supported them to escalate up.

An issue paper may be the next step for the operations committee. Are we making the most efficient use of our exclusive use folks? **Action Item** created that Scott, Todd and Dee will take the lead on. They will look at both the short and long term.

Paul S.- the aviation pool bothers him from a couple perspectives. The pool needs to be deeper, wider than all 4 teams. If T1 ends up at point of dispatch without an air wing, they don't go. This could spill into primary list. There are real advantages to affiliation and commitment to a team vs not being too committed to a pool.

Scott-Look at the pool as deepening it by moving them closer at the taskbook area. Just gives you a bigger option for qualifications as a whole. Kurt-recommend for those who are DIVS, give them an opportunity to do aerial recon, see who doesn't get air sick without wasting time with ATGS training. He will also discuss with National BLM Aviation mngr. There are training opportunities with Gil Dustin, he will check on details.

Mob Guide Assignments: Todd R.

Teams: See earlier notes under Rotations for Ch 22.9 updates. Also delete all of Ch 63.3.

Crews: Under Ch. 22.2 H - delete entire paragraph.

Equipment/Supplies: Under Ch 23.2, 3rd paragraph, second sentence. Add "The **Incident Commander** and Logistics Section Chief..."

Delete the 7th paragraph about butterfly rolled.

Under Ch 23.3.4.1, also change to "The **Incident Commander** and Logistics Section Chief..."

Under Ch 23.8, 4th paragraph, spell out Contracting Officer Technical Representative (COTR).

Engine Personnel: no changes

Preparedness: no changes

Business: Ch 21.4 Fire Cost Matrix will have BLM changes, otherwise nothing noted.

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RMA IHC Updates: Shawn Telford

Discussed IHC certification, what is going on with the National IHC Operating Guide (being revised), the work he and Hoss have been doing on the RMA IHC certification/recertification process for Operating Guide. Drawdown levels looked at and discussed. What ramps us up to PL3. RMC has their internal crew rotation system in place, works well. What is important to the RMA IHC crews is only that they be told why they are being held, and that communication is happening. Platte River Canyon Type 2 IA Crew to Type 1 Trainee crew process. See later discussion on 1/15.

Todd passed out the information from Bill Wallis to read before the discussion tomorrow on the Type 3 Team crosswalk. NFPA crosswalks to NWCG quals has been done. One of the roles with the execs in building the succession strategy. The process is done. Don't want to go against national standards. Not convinced that the crosswalk is the way to go, Wyoming is doing it. Osc positions are done. Every section is done in NFPA. Bill is pursuing unit leader positions. We can't be the certifying body. Asking us to have people come on team assignments to gain experience.

IMT Naming Conventions: Bill Hahnenberg

Proposal: In order to facilitate clear communication and to better describe the nature of the Team that is to be mobilized, the nomenclature for Team designations should be changed. The "Long" Team configuration should be considered a "Standard" Team configuration and identified accordingly. Referring to the standard team configuration of 27 members as "Long" creates a misconception. The term "Long" should be used to identify the Area Team configuration of 44. The 44 member Team configuration includes 17 additional positions in addition to the "Standard" Team configuration. The title of "Long Team" applies more accurately to the 44 member Team configuration.

The committee agrees, and the white paper will be presented to the RMCG by Todd R. on 1/20 and then will need to be presented to the NWCG.

RMA Team Mobilization Checklist: Glenn Bartter

Glenn handed out the checklist to the IC's. This is in the RMC Team Mobilization SOP's, and wanted all IC's to be aware of the timelines and how it is used, especially in the area of the IC discussions with the Agency Administrator prior to team mobilization.

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Bin Item for Thursday:

We need to go through and see what unassigned we are left with. This will be discussed at the RMCG. Could be that we can offer them up to the other Gacc's.

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Bill Ott and Sherry Bauer introduced **Kim Luft - the new Rocky Mountain Cache (RMK) Manager**. Kim presented a powerpoint on RMK, with Matt Dean, Assistant Cache Manager. The Operations Committee recommends having a breakout session with Kim and the Logistics folks, etc at the spring mtg. She discussed the new ICBS-R program, for more information the website is : <http://www.icbs.nwcg.gov/>.

Review Annual Cache AOP - Sherry Bauer

Sherry went through the suggested changes.

Pg 5, 4.2.3 RMK Support Code. Pg 6, 5.2 Cache Schedules- discussed tying it to the activity level. Add on a 1 hr. call back, or "as needed". Will discuss hours of operation at the spring meeting. Service First. Pg. 6 Note - last sentence, change to read Duty Officer. Also night driving , not just a Forest Service...check, but it is interagency requirement. Pg. 7 5.6 This decision...may include statement on hours above. Pg. 7.1, 7.3 Resource Orders NFES items, terminology will change to update. Pg. 8 7.5 Glenn and Jim will look at this. Puts pressure on operations tremendously, IC's need to be aware of this. Not necessarily needing to change language, just be aware that ordering needs to be done as far in advance as possible. Order what you need in 24-48 hrs. in advance. Type 3 incidents may suffer, especially if they don't have SPUL's, they won't have that kind of knowledge. It is very important that they order a SPUL in. the issue. It takes a lot of give and take, discussions with LSC/hosting incident/IC. Pre Stage Kit that could be published. Matt has generated the list, but they haven't been given the go ahead yet. Staffing, upon request, LSC and OSC working together. LSC has to be completely honest about what they can provide, same with the cache, at times they may not be able to provide what is requested. Pg. 10 9.5.1 Change to all supported incidents. Not just wildland fire. Pg. 12 Last paragraph. Put date back in for approvals (April). Add coordination between RMC & RMK.

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New T1 Crew (IHC) Platte Canyon; Recommendations to RMCG to Proceed; Guidelines developed at IHC Mtg; Trainee Typing is Ty 2 IA; How do they get assignments. Damon Laurion (Platte Canyon Supt), Shawn Telford (Craig IHC Supt), Larry Money (Roosevelt IHC Supt)

Passed out the Platte River Canyon IHC proposal. Damon has approval from Rich Homann & Jeff Jahnke for state sponsorship. We recommended they get an official letter from them, and the Operations Committee will present request to RMCG.

Discussed the **current process-it is being worked on**, and articulated the fact that nationally the process is also being worked on. It has been confusing for years the way it was written, even with existing ones who lost staffing and had to recertify. 3 Peer Reviews are required, and the RMA IHC is recommending an imbedded review for brand new crews. As far as crew typing, you are a **Ty 2 IA crew until certified as a T1 crew**.

Damon - has been working with Shawn. History of Platte River Canyon Crew:

Last year was our 3rd year in existence, cooperator through the state. Have CRRF agreements in place, as close to agency as possible. We are not like a contractor, we have no hidden costs. We have been available nationally the last 3 years. We have worked hard to build the quals within our staffing, and have the Nationally required levels of staffing for an IHC. We are a Fire Protection District, our crew came out of the Fuels position. This mission goes hand in hand with fire on private property. Don't have alot of Initial Attack responsibility on our unit, so we can be available beyond. Our goal is to be the best that we can be. It behooves us to move forward to the Type 1 level of typing.

Discussed how they would be dispatched. RMC will help facilitate IHC caliber training assignments, can be discussed on the RMA FMO weekly calls, as well as national calls.

Joe Lowe used this crew on the Alabaugh Fire, among others. Good crew.

Damon, we did get the state's blessing, but their question to us was do you have trucks?

Damon has that same question as well.

- 1) Get the formal letter on agency letterhead signed State letter of support.
 - a) Todd will forward to RMCG with Ops committee recommendation to proceed.
- 2) Recommend for adoption the new RMA IHC Certification process once finalized.
- 3) Are the RMA IHC willing to work with them to get certified?
 - a) Larry Money-imbedded reviews are the only way to really know if the crew has the experience and ability to manage the crew internally. We are willing to do that, or use any current or former IHC Superintendent.
- 4) The crew must also meet regional guidelines.

Is this the same process for a "recert" as a brand new crew? No. They are two distinct processes. There is an annual review that regular IHC's do to meet the intent, integrity of an IHC. If you don't meet, you go back to an 2 IA, but not needing to do the imbedding part. Shawn will work on wording for the RMA IHC Recertification Process and get that to the Ops Committee later.

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White Paper on All Risk Ty 3 Team Crosswalk; Taskbooks Bill Wallis 3 handouts...
Briefing Paper to the Operations Committee from the **Colorado Division of Fire Safety**

- ❖ State of CO Incident Mngt. System Qualification Guide.
- ❖ Crosswalk of CO State quals vs NWCG
- ❖ App B Certification Process
- ❖ App C T2 Incident Complexity Analysis Worksheet
- Issues: State/Local agencies and personnel involved in all hazard incidents do not get enough practice working with ICS.
- Some State/Local agencies have a difficult time being statused in ROSS in order to be mobilized on wildland fires.
- RMCG is having a difficult time recruiting and replacing members of their Ty1 & 2 IMT's.

Background: State of CO for past several years has been dealing with large scale incidents that are not wildfires. Taskbooks and training process has been built and now have a T2 all hazard process. CO has adopted FEMA standards for tasking, only to be type 3 qualified. Asking us to determine the equivalency between process, in order to help build a standard crossover process where we can look at the qualification process of the state credentialed people, example PSC, then look at taskbook, look at state system and compare to NWCG, and hopefully ultimately accept a state credentialed plans into a NWCG RESL. Not proposing any crossover with Operations or IC positions. Operations are specialized. Only asking for LSC, PSC and FSC.

The group feels it is not the Operations Committee role to do the footwork. The people that Bill represents ought to be doing that. Jim - there have been incidents where these CO State teams have been asked to do wildfires. At the point we have mixed quals, it is a concern. Joe, there is a crosswalk with NWCG from NFPA & FEMA to TFLD only Doesn't know any further work being done. There will be some training cd's coming out. We support getting them out on incidents, but not sure what the process should be. We have to go by the rules that our agencies abide by. Sherry - Speaking as a LSC, the task books may be very similar but there is the accountability, a lot of experience with technical knowledge, knowing what to order that is what could be missing as far as certifying or recommending it. Ops committee thinks it needs to go back to the State of CO. Bill thinks that there should be a recommendation to elevate to RMCG that asks us how to proceed on this issue?

Action Item: Tuesday 1/20, Bill Ott and Todd R will present the proposals from the CO Division of Fire Safety to RMCG.

After lunch, discussed the IMT application, reviewed crew certification revision from Shawn, Larry & Hoss. Hoss will look at the Recertification process and it will stay in the operating guide. Meeting adjourned.